

Policy 7.01 Plan and Progress Report
Economic Services Administration / Operations Support Division

Plan Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each year.
Progress Report Due Dates: April 2 (Regional Plan submitted to Assistant Secretary) and April 30 (Assistant Secretary Plan submitted to IPSS) of each year.

| Implementation Plan | | | | Progress Report |
|---|--|---|--|---|
| (1) Goals/Objectives | (2) Activities | (3) Expected Outcome | (4) Lead Staff and Target Date | (5) Status Update for the Fiscal Year Starting Last July 1 |
| Operations Support Division Provides support to ESA partner divisions: State Tribal Relations Office, Community Services Division & Division of Child Support Works with Tribes on a government-to-government basis to provide services in ways that best meet the needs of Native Americans | | | | |
| <u>Fiscal</u> | Prepares necessary funding-related portion of Intergovernmental TANF Agreements Provides financial oversight and guidance to STRO and Tribal TANF programs on use and accounting of state maintenance of effort (MOE) Participates in Tribal TANF negotiations to provide accurate and timely cost estimates Participates in Tribal Eligibility Determination Pilot Project - budget and Electronic Benefit Transfer (EBT) | Provides appropriate fiscal services to STRO and Tribal TANF programs | <u>Lead Staff</u> • Babs Roberts <u>Target Date</u> Ongoing | Meeting to be scheduled with STRO and Dori Shoji to discuss communication and expectations STRO will complete a timeline of anticipated upcoming negotiations in order for FSO to appropriately allow time to assist |

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| <u>Contracts</u> | <p>Provides oversight and guidance in drafting contracts for STRO</p> <p>Reviews and approves all contracts</p> <ul style="list-style-type: none"> • Intergovernmental TANF Agreements • Start-up Contracts • Data Share Agreements <p>Conducts training classes</p> | Provides appropriate contract services to STRO and Tribal TANF programs | <p><u>Lead staff</u></p> <ul style="list-style-type: none"> • Ramona Bushnell • Christine Simmons <p><u>Target Date</u> Ongoing</p> | Ongoing |
| <u>Facilities Planning/Management</u> | <p>Assists with storage space solutions for files</p> <p>Assists with meeting space solutions</p> <p>Assists with parking access for guests</p> | Provides appropriate facilities services to STRO and Tribal TANF programs | <p><u>Lead staff</u></p> <ul style="list-style-type: none"> • Jeff Willis <p><u>Target Date</u> Ongoing</p> | <p>STRO area reconfigured and additional file space created</p> <p>All CV complex meeting rooms are available to reserve</p> <p>CV2 lot restriped; new signs for CV1 visitor spots; overflow lot and on-street metered parking available</p> |
| <u>Information Technology</u> | <p>Provides technical support and solutions for the Tribal Eligibility Pilot</p> <p>Assists with connectivity for Tribal TANF program via ACES Online</p> <p>Assists with connectivity for Tribal Commodities program through the Benefit Verification System (BVS)</p> | <p>Meets all committed dates related to system and application support to the Port Gamble Tribal Eligibility Pilot</p> <p>Provides access to ACES Online</p> <p>Provides secure access to appropriate client data using BVS</p> | <p><u>Lead staff</u></p> <ul style="list-style-type: none"> • Todd Feiring <p><u>Target Date</u> Ongoing</p> <p><u>Lead staff</u></p> <ul style="list-style-type: none"> • Greg Beck <p><u>Target Date</u> Ongoing</p> | Ongoing |

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| | Provides resources to provide caseload data and transfer information to STRO | Appropriate data is provided timely | <u>Lead</u> • Scott Reese <u>Target Date</u> Ongoing | |
| <u>E-MAPS Data Collection</u> | Provides data collection support • Native American caseload • Program evaluation | Provides appropriate data collection services to STRO and Tribal Child Support and Tribal TANF programs | <u>Lead staff</u> • Lance Krull • Bryan Enlow <u>Target Date</u> Ongoing | E-MAPS Chief attended Government-to-Government training 5/08; lead staff trained 2/09 and scheduled for 6/09 Monthly tribal data presented on the Division of Child Support Dashboard with drill downs to the Support Enforcement Officer level Native American is an ethnic code that is broken out with other ethnic codes for each public assistance program and published annually in the Briefing Book Provides unduplicated annual counts of Assistance Units served in the Tribes' service areas for Tribal TANF programs |
| <u>Human Resources</u> | Provides human resource consultation and administrative support in • recruitment • hiring • training • outreach and mentoring opportunities Sends IPSS job announcements for forwarding to tribes, urban and community agencies that provide services to American Indians | Ensure the recruitment and retention of a diverse, well-qualified staff. | <u>Lead Staff</u> • Rena Milare • Kandy Pierson | Ongoing Due to the State budget situation, ESA has been under a virtual hiring freeze so recruitment and hiring activities are at minimum |

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| <u>Quality Assurance</u> | Provides QA expertise in developing guidelines and work plans for the Port Gamble-S'Klallam Tribe in: <ul style="list-style-type: none"> • Tribal Basic Food • Tribal Medicaid | Basic Food and Medicaid are functioning for the Port Gamble-S'Klallam Tribe and the implementation does not cause payment or eligibility errors. | <u>Lead Staff</u> <ul style="list-style-type: none"> • Lori Hart • Carolyn Horlor <u>Target Date</u> Implementation set by CSD | QA has attended the meetings between the Tribe and DSHS QA involvement will likely increase as the programs are implemented with QA auditing case records and possibly participating in staff training (same level of involvement as QA currently has in basic training classes—primarily explanation of the QA process). Tribal cases in both Basic Food and Medicaid will be part of the regular universe used to select cases for review. FNS has also requested that QA conduct an audit (similar to a Management Evaluation audit) of the Basic food cases approved by the Tribe. CSD estimates this will be about 75 cases |